

**Milper Message Number  
08-212  
Proponent  
AHRC-CIS-P**

**Title  
CHANGES TO INFORMATION MANAGEMENT MAINTENANCE FOR THE MILITARY PERSONNEL  
RECORDS JACKET AND PREPARING AND FILING OF DD FORMS 93 AND SGLV-SERIES FORMS  
IN IPERMS**

**...Issued: [15 Aug 08]...**

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- A. NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) 2008, 28 JANUARY 2008.
  - B. DODI 1300.18, DEPARTMENT OF DEFENSE (DOD) PERSONNEL CASUALTY MATTERS, POLICIES, AND PROCEDURES, 8 JANUARY 2008.
  - C. DUSD (P&R) MEMORANDUM, 19 FEB 08, SUBJ: IMPLEMENTATION OF DEATH GRATUITY DESIGNATION AND THE RECORD OF EMERGENCY DATA (DD FORM 93).
  - D. AR 600-8-1, ARMY CASUALTY PROGRAM, 30 APRIL 2007.
  - E. ALARACT 146/2008 IMPLEMENTING INSTRUCTIONS FOR DESIGNATING DEATH GRATUITY RECIPIENTS ON THE DD FORM 93, RECORD OF EMERGENCY DATA, DTG 131837Z JUN 08
  - F. MILPER MESSAGE NUMBER: 08-167, AHRC-PDC-P, SPOUSAL NOTIFICATION INSTRUCTIONS FOR DEATH GRATUITY BENEFIT, ISSUED 06/19/2008.
  - G. AR 600-8-104, MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS, 22 JUNE 2004.
  - H. MILPER MESSAGE NUMBER: 08-072, AHRC-FSA-I, CHANGES TO INFORMATION MANAGEMENT MAINTENANCE FOR THE OFFICIAL MILITARY PERSONNEL FOLDER (OMPF) AND DA FORM 201, MILITARY PERSONNEL RECORDS JACKET (MPRJ)
- 1. THIS MESSAGE WILL EXPIRE NLT 30 JUL 2010.
  - 2. THIS MESSAGE SUPERSEDES REFERENCE H. PARAGRAPH 4.
  - 3. REFERENCE G, PARAGRAPH 6.1.B AND C ARE REVISED AS FOLLOWS:
    - A. "6-1. B. ALL ARMY COMPONENTS ARE TO MAINTAIN CURRENT DD FORM 93, RECORD OF EMERGENCY DATA; SGLV FORM 8286, SERVICEMEMBERS' GROUP LIFE INSURANCE ELECTION AND CERTIFICATE; SGLV FORM 8286A, FAMILY COVERAGE ELECTION; SGLV FORM 8285, REQUEST FOR INSURANCE; SGLV FORM 8285A, REQUEST FOR FAMILY COVERAGE; AND ATTACHMENTS (TO INCLUDE A COPY OF THE SPOUSAL NOTIFICATION WHEN SOLDIER DEATH GRATUITY AND/OR INSURANCE BENEFICIARY DESIGNATIONS TRIGGER THAT REQUIREMENT) IN THE INTERACTIVE PERSONNEL ELECTRONIC RECORDS SYSTEM (IPERMS). ALL EXISTING HARD COPIES OF THESE DOCUMENTS, NOT CURRENTLY IN IPERMS, MUST BE WEB-UPLOADED INTO IPERMS. OFFICER RECORD BRIEFS, ENLISTED RECORD BRIEFS AND DD FORM 4 PACK ARE STORED IN THE OMPF FOLDER IN IPERMS."

B. "6-1. C. THE ARMY RESERVE AND ARMY NATIONAL GUARD ARE AUTHORIZED TO FILE MPRJ DOCUMENTS LISTED IN CHAPTER 6 TABLES IN THE ELECTRONIC MPRJ FOLDER IN IPERMS. MAINTENANCE OF A HARD COPY MPRJ IS ELIMINATED. ALL HARD COPY MPRJ DOCUMENTS NOT CURRENTLY IN IPERMS MUST BE WEB UPLOADED INTO IPERMS."

4. EFFECTIVE IMMEDIATELY, MOBILIZATION STATIONS THAT INPROCESS RESERVE COMPONENT SOLDIERS SHOULD IMPLEMENT THE FOLLOWING CHANGE IN PROCEDURES CONCERNING COMPLETION OF THE DD FORM 93 AND SGLV-SERIES FORMS:

A. CHECK IPERMS TO DETERMINE IF THE SOLDIER HAS CURRENT, PROPERLY COMPLETED DD FORM 93 AND SGLV-SERIES FORMS.

B. IF CURRENT, PROPERLY COMPLETED FORMS ARE POSTED TO THE IPERMS MPRJ FOLDER AND THE SOLDIER DOES NOT WISH TO CHANGE ANY INFORMATION CONTAINED ON THOSE FORMS, DO NOT, REPEAT DO NOT, PROCESS A NEW DD FORM 93 OR SGLV-SERIES FORM.

C. IF THE FORMS ARE NOT POSTED TO THE SOLDIER'S IPERMS FOLDER OR IF THE SOLDIER DESIRES TO CHANGE ANY INFORMATION ON THOSE DOCUMENTS, ENSURE THE SOLDIER FULLY UNDERSTANDS THE NEW OPTIONS FOR DESIGNATING BENEFICIARIES FOR THE DEATH GRATUITY, AND THEN PROCEED WITH PREPARATION OF A NEW DD FORM 93. UNTIL SUPERSEDED BY NEW PROCESSING GUIDANCE, USE ONLY THE JANUARY 2008 VERSION OF THE DD FORM 93 THAT IS ACCESSIBLE AND ROUTABLE THROUGH AKO MY FORMS WORK SPACE (PREFERRED OPTION) OR, IF AKO ACCESS IS AN ISSUE, USE THE PDF VERSION OF THE JANUARY 2008 DD FORM 93 THAT IS ACCESSIBLE THROUGH THE ARMY ELECTRONIC FORMS WEBSITE AND WEB UPLOAD THE COMPLETED FORM INTO IPERMS AS INSTRUCTED ABOVE. DO NOT USE EMILPO TO CREATE THE NEW FORM SINCE THAT VERSION OF THE FORM HAS BEEN RESCINDED.

5. FILING INSTRUCTIONS FOR PARAGRAPH 3 OF THIS MESSAGE.

A. THE SUSPENSES FOR WEB UPLOADING INTO IPERMS THE DD93 AND SGLV FORMS AND ATTACHMENTS IS PRIOR TO DEPLOYMENT FOR DEPLOYING UNITS AND INDIVIDUAL SOLDIERS; UPON COMPLETION OF THE FORMS FOR ALL NEWLY EXECUTED FORMS; AND 31 DECEMBER 2008 FOR ALL OTHER DD93 AND SGLV FORMS.

B. THE SUSPENSE DATE IS 1 MAR 09 FOR THAT PORTION OF PARAGRAPH 3 THAT REVISES PARAGRAPH 6-1. C. OF REFERENCE G.

C. UPON VERIFICATION THAT THE DOCUMENTS ARE IN IPERMS, THE HARD COPY DOCUMENTS ARE TO BE RETURNED TO THE SOLDIER.

6. POINTS OF CONTACT.

A. CASUALTY AND MORTUARY AFFAIRS OPERATIONS CENTER ARE LTC JODY LEVINSON AT (703) 325-5646 / JODY.LEVINSON@US.ARMY.MIL AND MR. KEVIN LOGAN AT (703) 325-8629 / LOGAN-KEVIN@US.ARMY.MIL.

B. AR 600-8-104:

ACTIVE ARMY ENLISTED - CUSTSUPT@CONUS.ARMY.MIL  
ACTIVE ARMY OFFICER - OFFRCDS@CONUS.ARMY.MIL

ARMY RESERVE - PERMS.RECORDS@CONUS.ARMY.MIL  
NATIONAL GUARD - NGB\_PERMS@NG.ARMY.MIL

C. POC AT ARMY SOLDIER RECORDS BRANCH IS MR. LLOYD GARREAU AT (314) 592-0620/  
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